



Policy: Mileage Reimbursement Policy
Policy Number: DE
Policy Type: Fiscal Management

Policy

According to the *Public Schools Act of Manitoba*, Section 56 states: **Reimbursement for expenses 56(3):**

A school board may reimburse its trustees, trustees-elect or employees for expenses necessarily incurred while attending conventions or carrying out duties assigned or approved by the school board and at such rates and under such conditions as the school board may determine.

The Board believes that individuals should be reimbursed for expenses they may incur as a result of performing School Division duties and responsibilities. The Board expects employees and Trustees to exercise wise judgment in choosing means of transportation, meals, and accommodations which reflects fiscal responsibility.

The mileage rate will be calculated and adjusted, as necessary, each July 1st to one (\$0.01) cent less than the Manitoba School Boards Association mileage rate that is established annually.

Guidelines

Those employees incurring costs during the course of their duties will follow the guidelines outlined in the HSD *Administrative Procedure FM-28 – Mileage Remuneration Procedure*.

Date Policy Created:	November 5, 2019
Date of last Review:	March 5, 2024
Reference(s):	HSD Administrative Procedure FM-28 - Mileage Reimbursement
Related Forms:	